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AMS/FGIS INSTRUCTION 273-1
Rev. 3
AMS Desk Supplement

AMS REPORTS CATALOG



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MAY 1980



Take a "Close" Look
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REPORTS CONTROL SYMBOL

ADM	Office of Administrator
AS	Administrative Services Division
CN	- Cotton Division
DA	- Dairy Division
FM	- Financial Management Division
FV	- Fruit and Vegetable Division
INF	- Information Division
LPGS	- Livestock, Poultry, Grain & Seed Programs
MRD	- Market Research & Development Division
PS	- Packers and Stockyards Programs
PE	- Personnel Division
TS	- Technical Services Division
TB	- Tobacco Division
WA	- Warehouse Division

A	- Annual
B	- Semianual
C	- Quarterly
D	- Monthly
E	- Biweekly
F	- Weekly
G	- Daily
H	- Biannual
X	- As required

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OFFICE OF THE ADMINISTRATOR

REPORTS CONTROL NUMBER	TITLE AND INTERAGENCY REPORTS CONTROL NUMBER	FORMAT	FREQUENCY	DUE DATE(S)	PREPARED BY	SUBMITTED TO		COST	AUTHORITY
						(1)	(2)		
ADM-A-1	AMS EEO Action Plan (1046-EEO-AN) (Input from AMS Divisions and Special Emphasis Program Coordinators)	Format Speci- fied by EEOC	Annual	9/1	EEO Coord.	OEO	EEOC	\$ 1,750	Public Law 92-261; FPM & DPM 713, Subchapter 2; AMS Instr. 309-7
ADM-A-2	Special Analysis on Civil Rights Activities (Input from Financial Management Division)	Narrative	Annual	October (date varies)	EEO Coord.	OEO	EEOC	300	OMB Circ. A-11
ADM-A-3	Budget and Activity Report for Program Civil Rights Compliance	Format Speci- fied in OMB Circ. A-11	Annual	Variable	EEO Coord. and Asst. D/Admin, Mktg Program Operations	OEO	OMB DOJ	4,725	OMB Circ. A-11
ADM-A-6	Freedom of Information Report (Input from divisions) (GPA-11)	Memo	Annual	2/1	FOI Officer	GPA	OMB; Congress	438	5 U.S.C. 552(d); AMS Instr. 160-1
ADM-B-1	EEO Progress Report (Input from AMS Divisions and Special Emphasis Program Coordinators)	Format Speci- fied by EEOC	Semiannual	April (date varies) and 9/1	EEO Coord.	OEO	EEOC	200	FPM 713
ADM-D-1	Precomplaint Counseling Report - EEO (1038-EEO-M0)	CSC- 1116A & Memo	Monthly	5th	EEO Coord.	OEO	EEOC	150	FPM 713, Subch. 2-10 & Appendix C
ADM-F-1	Activity Report (Feeder reports from Divisions and Staffs)	Memo	Weekly	Thursday	D/Adm, Mktg Program Operations	Asst. Secretary for Mktg Services		42,088	AMS Instr. 129-2

ADMINISTRATIVE SERVICES DIVISION

REPORTS CONTROL NUMBER	TITLE AND INTERAGENCY REPORTS CONTROL NUMBER	FORMAT	FREQUENCY	DUE DATE(S)	PREPARED BY	SUBMITTED TO		COST	AUTHORITY
						(1)	(2)		
AS-A-1	Comprehensive Review of Advisory Committee Management	Memo	Annual	4/1	AMS Div's and FGIS	Asst. to Director	MS GSA	\$ 500	OMB Circ. A-63; AMS Instr. 109-1
AS-A-2	Annual Report on Federal Advisory Committees (1121-GSA-AN)	SF-248 & SF-249	Annual	1/5	Asst. to Director	MS	GSA	200	FPMR 101-11.12; OMB Circ. A-63; AMS Instr. 109-1
AS-A-3	Farm Bill Advisory Committee Annual Report	AD-753, AD-754 & AD-755	Annual	4/1	Asst. to Director; Divisions; Committee Members	MS	Congress	1,050	7 CFR 25.24; Public Law 92-463; AMS Instr. 109-1
AS-A-4	Annual Summary of Records Holdings (1094-GSA-AN) (Feeder reports from all AMS and FGIS offices)	SF-136	Annual	10/15	Records Mgt, PP&S Branch	O&F	GSA	4,200	FPMR 101-11.102-7; AMS Instr. 270-1
AS-A-6	Privacy Act Report	Memo	Annual	Mar/Apr	Priv. Act Coord.	OGC	OMB	300	OMB Circ. A-108; AMS Instr. 160-2
AS-A-7	Supply Activity Report (1220-GSA-AN) (Feeder report from FM Division)	GSA-1473	Annual	12/15	P&C Sec, P&P Br.	O&F	GSA	200	FPMR 101-25.4801
AS-A-8	Annual Report of Real Property Owned by the United States (1119-GSA-AN)	GSA-1166	Annual	11/15	Space Mgt Sec, P&P Branch	O&F	GSA	7	FPMR 101-3.204(a)
AS-A-9	Summary of Installations Owned by the United States (1540-GSA-AN)	GSA-1209	Annual	11/15	Space Mgt Sec, P&P Branch	O&F	GSA	6	FPMR 101-3.4901; AGPMR 104-3.204
AS-A-10	Inventory Report of Real Property Leased to the United States (1120-GSA-AN)	GSA-1166A	Annual	12/15	Space Mgt Sec, P&P Branch	O&F	GSA	200	FPMR 101-3.304(a); AGPMR 104-3.304
AS-A-11	Comparative Summary of Properties Leased to the United States (1541-GSA-AN)	GSA-1209A	Annual	12/15	Space Mgt Sec. P&P Branch	O&F	GSA	50	FPMR 101-3.4901; AGPMR 104-3.4901
AS-A-12	Annual Report of New AMS Leases and Renewal Agreements	Memo	Annual	10/31	Space Mgt Sec, P&P Branch	FM Div		50	Verbal request of Director, FM Div.

ADMINISTRATIVE SERVICES DIVISION

REPORTS CONTROL NUMBER	TITLE AND INTERAGENCY REPORTS CONTROL NUMBER	FORMAT	FREQUENCY	DUE DATE(S)	PREPARED BY	SUBMITTED TO		COST	AUTHORITY
						(1)	(2)		
AS-A-13	Annual Report on the Location of New Federal Offices and Other Facilities (1622-DOA-AN)	Printout & Un-numbered Form	Annual	11/10	Space Mgt Sec, P&P Branch	O&F		\$ 75	E.O. 11797; Rural Dev. Act of 1972
AS-A-14	Field Space Report	AD-380	Annual	11/1	Space Mgt Sec, P&P Branch	O&F	GSA	500	AGPMR Subchapter D 104-17.5001
AS-A-15	Report of Fire Losses (1564-DOC-AN)	FFC-9	Annual	2/1	Space Mgt Sec, P&P Branch	O&F	DOC	25	E.O. 11654; AGPMR 104-19.6
AS-A-16	Collocating AMS Field Offices (Feeder reports from AMS Divisions)	Memo	Annual	10/1 (1978, 1979 & 1980 only)	Space Mgt Sec, P&P Branch	Dep. Adm. Mgt	Admin.	600	Letter from Administrator, 5-4-78
AS-A-18	Vending Facility Activity Under the Randolph-Sheppard Act (1270-HEW-AN)	Memo	Annual	11/30	Space Mgt Sec, P&P Branch	O&F	GSA HEW	13	20 U.S.C. 107; FPMR 101-19.200
AS-A-19	Physical Inventory Report - Automated Property System	Printout	Annual	Variable	Verified by Accountable Property Officers	Service Sec, P&P Branch		3,000	AGPMR 104-51.000; AMS Instr. 262-1
AS-A-21	Agency Report of Motor Vehicle Data (1102-GSA-AN)	SF-82	Annual	12/1	Service Sec, P&P Branch	O&F	GSA	188	FPMR 101-38.1; AGPMR 104-38.102
AS-A-22	Motor Vehicle Age & Mileage Analysis	AD-309	Annual	12/15	Service Sec, P&P Branch	O&F		50	AGPMR 104-38.102.50; AMS Instr. 211-1
AS-A-23	Report of Authorizations of Storage of Vehicles at Private Residence	Memo & AD-728	Annual	3/30	Affected Offices	Service Sec, P&P Branch		125	AMS Instr. 211-1
AS-A-24	Report of Personal Property for Sale (1543-GSA-AR)	Memo	Annual	12/15	Service Sec, P&P Branch	O&F	GSA	75	FPMR 101-45.303(b); AGPMR 104-46.407
AS-A-25	Government Property in Possession of Grantees	Memo	Annual	12/15	Service Sec, P&P Branch	O&F	GSA	6	FPMR 101-43.4701c

ADMINISTRATIVE SERVICES DIVISION

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						(1)	(2)		
AS-A-26	Reduction of Mailing Costs	Memo	Annual	10/15	Records Mgt, PP&S Branch	O&F		25	AGPMR 104-11.304-3
AS-A-27	Prerenewal Canvass Statement and Space Evaluation Check Sheet	AD-222, AD-258	Annual	7/15	OIC's at agency leased spaces	Space Mgt Sec, P&P Branch; FO&S Br, FMD (AD-258 only)		827	AGPR 4-4.5410(a)
AS-A-28	Government or Contract Operation of Commercial/Industrial Activity Review	Memo or AD-772	Annual	9/1	Director's Office	MS	OMB	1,000	OMB Circular A-76
AS-A-29	Acquisition of Fuel-Efficient Light Trucks (0162-GSA-AN)	Memo	Annual	12/15	Service Sec, P&P Branch	O&F	GSA	(New-will be computed at a later date)	FPMR Temp. Reg. G-42
AS-B-1	Postal Liability Survey	AMS-290, AMS-290-2, & Memo	Semiannual	Variable	All Offices AMS and FGIS	Records Mgt, PP&S Br.	O&F USPS	20,125	7 AR 907E; AMS Instr. 224-1
AS-B-3	Accommodation of Physically Handicapped in Federally Funded/Leased Bldgs. (0031-GSA-SA)	GSA-2974	Semiannual	3/15, 9/15	Space Mgt Sec, P&P Branch	O&F	GSA	200	FPMR 101-19.607
AS-B-4	Office Copier Equipment Survey (Input from field offices)	AD-699 & Memo	Semiannual	3/15, 9/15	Affected Offices	Service Sec, P&P Branch	O&F	2,200	AGPMR 104-43.101; AMS Instr. 235-1
AS-C-1	Telecopier Use Report	AMS-139 & GSA-2830	Quarterly	1/30, 4/30, 7/30, 10/30	AMS Div's; FGIS; & Comm Sec, C&O Branch	CSA (copy to Comm Sec, C&O Br.)		225	AMS Inst. 226-7
AS-C-2	Energy Conservation Performance Report (1492-DOE-QU)	ECT-2	Quarterly	1/30, 4/30, 7/30, 10/30	Service Sec, P&P Branch	O&F	FEA	250	FPMR Temp. Reg. G-17
AS-D-1	Monthly Operation Record (Agency-Owned Motor Vehicles)	AD-187	Monthly	15th	Affected Offices	Service Sec, P&P Branch (Input for SF-82)		8,118	AMS Instr. 211-1

ADMINISTRATIVE SERVICES DIVISION

REPORTS CONTROL NUMBER	TITLE AND INTERAGENCY REPORTS CONTROL NUMBER	FORMAT	FREQUENCY	DUE DATE(S)	PREPARED BY	SUBMITTED TO		COST	AUTHORITY
						(1)	(2)		
AS-D-2	GSA Monthly Motor Vehicle Use Record	GSA-494	Monthly	26th of month	Field offices renting GSA vehicles	GSA		5,250	AMS/FGIS Instr. 211-1
AS-H-1	Inspection of Master Films of Record Microforms	Format pre-scribed by NARS	Biannual	30 days after inspection	Records Mgt., PP&S Br.	NARS	New-will be computed at a later date		FPMR 101-11.507-2
AS-X-1	Identical Bid Report for Procurement (1142-DOJ-AR)	DJ-1500 & Memo	As Required		P&C Sec, P&P Branch	DOJ	-0- (None to date)	41 CFR 1-1.16; AGPMR 4-1.6; AMS Instr. 247-2	
AS-X-2	Prevention, Control, and Abatement of Air and Water Pollution at Federal Facilities	Format in AMS Instr. 282-7	As Required		Space Mgt Sec, P&P Branch	O&F	-0- (None to date)	Exec. Order 11282; AMS Instr. 282-7	
AS-X-3	Changes in Telephone Listings	SF-146	As Required		Space Mgt Sec, P&P Branch	O&F		563	O&F Memos

COTTON DIVISION

REPORTS CONTROL NUMBER	TITLE AND INTERAGENCY REPORTS CONTROL NUMBER	FORMAT	FREQUENCY	DUE DATE(S)	PREPARED BY	SUBMITTED TO		COST	AUTHORITY
						(1)	(2)		
CN-A-1	Sales of Loose Cotton (Feeder reports from Marketing Services offices)	Tabulation	Annual	9/30	Field Dir.	AS Div.		\$ 675	CN Instr. 917-2
CN-A-2	Mailings of Parcel Post Shipping Tags and Cotton Samples (For Postal Liability Survey)	Memo	Annual	Variable	Mktg Svcs Offices & Grading Sec.	Mktg Svcs Br. A/O	AS Div.	931	AMS Instr. 224-1
CN-F-1	Weekly Report of Certificated Stock in Licensed Warehouses	CN-289	Weekly	Friday	Mktg Svcs Offices	Field Dir.	Chief, Mktg Svcs Br.	975	CN Inst. 918-6
CN-F-2	Weekly Field Activity Report (Feeder reports from Field Representatives, Marketing Services Offices, Grading Section, Market News, Standards, Testing, and Laboratory)	Memo	Weekly	Friday	Field Dir.	Chief Mktg Svcs Br. Chief, Stds & Testing Branch		26,000	CN Instr. 929-1
CN-F-3	Dust Test Results	Tabulation	Weekly (Seasonal)	As Completed	Clemson Lab	Field Dir.	Chief, Mktg Svcs Br.; Chief, Stds & Testing Br; Mktg Svcs Offices tested	650	CN Instr. 370-1
CN-G-1	Daily Marketing Services Office Report	CN-380	Daily		Mktg Svcs Offices	Field Dir.	Chief, Mktg Svcs Br; Grading Sec.	8,525	CN Instr. 929-1
CN-X-1	Identical Bid Report for Sale of Loose Cotton (1142-DOJ-AR)	DJ-1500 & Memo	As Required		Mktg Svcs Offices	Dir., CN Div.; AS Div.	Justice Dept. - 0 - (None) to date		AMS Instr. 247-2

DAIRY DIVISION

REPORTS CONTROL NUMBER	TITLE AND INTERAGENCY REPORTS CONTROL NUMBER	FORMAT	FREQUENCY	DUE DATE(S)	PREPARED BY	SUBMITTED TO		COST	AUTHORITY
						(1)	(2)		
DA-A-1	Annual Report of Cooperative Milk Marketing Association	DA-24	Annual	Variable	Cooperative Associations	CQ Branch		\$ 16,500	7 CFR 900.355
DA-A-2	MMA Annual Reports	Memo	Annual	5/15	MMA's	Director		2,175	MA Instr. 110
DA-A-3	Annual Summary of Retirement Fund Accounts (Feeder reports from MMA's) (1061-OPM-AN)	SF-2807-2	Annual	3/1	A/O	FM Div.	OPM	500	FPM Supp. 831-1, S25-2
DA-A-4	Property List	Memo	Annual	6/30	MMA's	OO Branch		625	MA Instr. 215
DA-B-1	Statement of Financial Condition (1178-TD-XX)	SF-220 & SF-221	Semiannual	2/15, 9/30	MMA's	A/O	TD	100	Treas. Circ. 966
DA-C-1	Quarterly Summary of Retirement Fund Accounts	Memo	Quarterly	3/31, 6/30, 9/30, 12/31	A/O	FM Div.	OPM	1,200	FPM 831-1
DA-C-2	Balance Sheet	MA-7	Quarterly	3/31, 6/30, 9/30, 12/31	MMA's	OO Branch		4,150	MA Instr. 208
DA-C-3	Operating Statement	MA-4	Quarterly	3/31, 6/30, 9/30, 12/31	MMA's	OO Branch		4,150	MA Instr. 208
DA-C-4	Payroll Schedule (Retirement Fund Contributions)	DA-7	Quarterly	4/15, 7/15, 10/15, 1/15	MMA's	OO Branch		6,200	MA Instr. 214
DA-C-5	Status of Audits and Audit Review (Milk Handlers)	MO-8	Quarterly	4/20, 7/20, 10/20, 1/20	MMA's	OO Branch		1,250	MA Instr. 105
DA-D-1	Federal Security Holdings	Memo	Monthly	30th	MMA's	A/O	TD	1,875	Treas. Circ. 966
DA-D-2	Statement of Accountability (1177-TD-MO)	SF-1219	Monthly	30th	MMA's	A/O	TD	150	Treas. Circ. 945
DA-D-3	Statement of Transactions (1172-TD-MO)	SF-1220	Monthly	30th	MMA's	A/O	TD	150	Treas. Circ. 945
DA-E-1	Report of Withholdings and Contributions	SF-2812	Biweekly	End of pay period	MMA's	A/O; FM Div.	OPM	2,145	FPM 831-1; MA Instr. 211
DA-F-1	Register of Separations and Transfers	SF-2807	Weekly		A/O	FM Div	OPM	2,925	FPM 831-1

FINANCIAL MANAGEMENT DIVISION

REPORTS CONTROL NUMBER	TITLE AND INTERAGENCY REPORTS CONTROL NUMBER	FORMAT	FREQUENCY	DUE DATE(S)	PREPARED BY	SUBMITTED TO		COST	AUTHORITY
						(1)	(2)		
FM-A-1	Zero Base Program and Budget Development- Agency Estimates	Memo	Annual	o/a 7/15	BEA Branch	Director, FM Div; Administrator	OBPE	\$ 8,125	OBPE Notice-117, 4-3-79
FM-A-2	Apportionment and Reapportionment Schedule (OMF-8)	SF-132	Annual	Variable	BEA Branch	OBPE	OMB	5,750	31 U.S.C. 665; OMB Circ. A-34
FM-A-3	Detail of Personnel Compensation	AMS-50	Annual	6/1	AMS Div's & FGIS	BEA Br.		8,850	AMS Instr. 435-1; Cost Oper. Bud. Instruction
FM-A-4	Overseas Expenditures and Foreign Currency Transactions	Memo	Annual	12/20	BEA Branch	OBPE		88	TD Circ. 930
FM-A-5	Statistical Data Report	AMS-23-1 thru AMS-23-9	Annual	10/1	AMS Div's	BPA Br.		100	Memo from Administrator, 4-30-76
FM-A-6	Cost Allocation and Capital Acquisition Authority	AMS-215	Annual	10/1	AMS Div's	BPA Br.		112	AMS Instr. 435-1
FM-A-7	Federal Outlays by Geographic Location (1167-OMB-AN)	Cards & Tape	Annual	12/15	FOS Branch	O&F	OMB; CSA	100	42 U.S.C. 2977; OMB Circ. A-84; 6 AR 391
FM-A-8	Statement of Financial Condition (1178-TD-XX)	SF-220	Annual	11/15	FOS Branch	Treasury Dept; OMB; O&F		1,000	Treasury Fiscal Requirements Manual, Part II, Ch. 4100; 7 AR 216
FM-A-9	Unexpended Balances of Appropriations and Funds	TFS-2108	Annual	11/7	FOS Branch	Treasury Dept.		100	TD Circ. 965; 6 AR 380
FM-A-10	Waivers of Claims for Erroneous Payment of Pay or Allowances (OMF-13)	Memo	Annual	11/15	FOS Branch	O&F; PE Div		100	7 AR 696.6; AMS Instr. 491-2
FM-A-11	Verification of Imprest Fund Cash Balance	AD-358	Annual & Quarterly	Variable	FOS Branch	Imprest Fund Cashier; Director, FM Div; Chief, FOS Br.; NFC		1,315	7 AR 64j; AMS Instr. 240-2

FINANCIAL MANAGEMENT DIVISION

REPORTS CONTROL NUMBER	TITLE AND INTERAGENCY REPORTS CONTROL NUMBER	FORMAT	FREQUENCY	DUE DATE(S)	PREPARED BY	SUBMITTED TO		COST	AUTHORITY
						(1)	(2)		
FM-A-12	Statement of Transactions (1172-TD-MO)	SF-224	Annual & Monthly	3rd work-day after end of month	FOS Branch	Treasury Dept.		\$ 13,000	TD Circ. 945; 7 AR 214
FM-A-13	Cashier Account Audit	AD-359	Annual	Variable	Designated auditors in each office having imprest fund	FO&S Br.	NFC	75	Treasury Manual of Procedures for Cashiers; NFC Procedures Manual, Title II, Ch. 6
FM-C-1	International Transactions of Federal Government (OMF-29)	Memo SF-13	Quarterly	2/15, 5/15, 8/15, 11/15	BEA Branch	OBPE	DOC	350	OMB Circ. A-65; AMS Instr. 436-1
FM-C-2	Deposits in Minority Banks (1434-TD-QU)	Memo	Quarterly	1/31, 4/30, 7/31, 10/31	FOS Branch	OEO	Treasury Dept.	4,000	Executive Order 11625; Secretary's Memo 1704
FM-C-5	Report of Budget Execution	SF-133	Quarterly	1/20, 4/20, 7/20, 10/20	FOS Branch	OMB; Congress; O&F		6,000	6 AR 376; AMS Instr. 406-1
FM-D-1	Report on Full-Time Permanent and Other Employment	AMS-430 FGIS-430	Acctg Period	7 days after end of Acctg Period	BPA Branch	Administrator; Director & Deputy Dir, FM Div		11,050	AMS Instr. 430-1
FM-D-2	Report on Obligations (1183-TD-MO)	SF-225	Monthly	15th	FOS Branch	Treasury Dept.		2,400	TD Circ. 1073; 6 AR 389
FM-D-3	Accounting Period Reports	Printouts			FOS Branch			155,000	
	(1) Detail Property Listing		Semiannual	Jan, Aug		P&P Br., AS Div			FMD Acctg Handbook
	(2) Depreciation and Changes in Fixed Assets Report		Quarterly	Jan, Apr, Jul, Oct		All Divs, AMS & FGIS			"
	(3) AMS Obligation Report		Acctg Period			Director, FM Div			"

FINANCIAL MANAGEMENT DIVISION

REPORTS CONTROL NUMBER	TITLE AND INTERAGENCY REPORTS CONTROL NUMBER	FORMAT	FREQUENCY	DUE DATE(S)	PREPARED BY	SUBMITTED TO		COST	AUTHORITY	
						(1)	(2)			
FM-D-3 (con.)	(4) CRC Report		Acctg Period			All Divs, AMS & FGIS			FMD Acctg Handbook	
	(5) CRC Summary Report		"			"			"	
	(6) Detailed Cost Listing		"			"			"	
	(7) Division Program Report		"			"			"	
	(8) Obligation Rates		"			BEA Br.			Budget Rept System Handbook	
	(9) Obligation Reconciliation		"			"			"	
	(10) Personnel Data		"			"			"	
	(11) Program Report		"		Director, FM Div	BEA Br.	FMD Acctg Handbook			
	(12) Sources of Revenue		"				Budget Rept System Handbook			
	(13) Status of Obligation		"				"			
	(14) Subcenter Payroll Report		"		All Divs, AMS & FGIS	"	FMD Acctg Handbook			
	(15) Subcenter Summary Report		"				"			
	(16) Trust Fund Income Statement		"				"			
	(17) Applicant Master Listing	As Required			P&P Br., AS Div	"	FMD Acctg Handbook			
	(18) CRC Master Listing						"			
	(19) List of Overdue Accounts						"			
	(20) Property Master Listing						"			
	(21) Property Subsystem Description Card Catalog		"				"			

FRUIT AND VEGETABLE DIVISION

REPORTS CONTROL NUMBER	TITLE AND INTERAGENCY REPORTS CONTROL NUMBER	FORMAT	FREQUENCY	DUE DATE(S)	PREPARED BY	SUBMITTED TO		COST	AUTHORITY
						(1)	(2)		
FV-A-1	PACA Annual Report	Narrative & Statistical Data	Annual	10/20 or End of Season	Regulatory Branch	Director; Chief, Reg. Br.; Field Offices		\$ 750	Request of Director
FV-A-2	Market News Station Activities	FV-394	Annual	End of FY of End of Season	Mkt News Field Offices	Chief, FV Mkt News Branch		4,800	Request of Branch Chief
FV-D-1	PACA Monthly Report (Feeder reports from Field Offices)	Statistical Data	Monthly	20th	Regulatory Branch	Director; Chief, Reg. Br.		13,050	Request of Director
FV-D-2	Cost Distribution Statement-- Cooperative Federal-State Field Offices	FV-355	Monthly	End of Month	Federal-State Co-op Offices	Chief, FV Mkt News Br.		563	Request of Branch Chief
FV-D-3	Misbranding Report	Statistical Data	Monthly	30th	Regulatory Branch	Director		1,200	Request of Branch Chief
FV-D-4	Disciplinary Complaints	Narrative & Statistical Data	Monthly	30th	Regulatory Branch	Director		3,300	Request of Branch Chief
FV-X-1	Imported Dates - Forms 1 and 2	FV-191 FV-192	After import or sale		Importer	FV-191: Customs; FDA; Spec. Crops Br., FV Div, FV-192: Spec. Crops Br., FV Div.; Importers; Purchaser		N/A- Public Report	7 U.S.C. 601-674; 7 CFR 999.1; 48 Stat. 31, as amended

FRUIT AND VEGETABLE DIVISION

REPORTS CONTROL NUMBER	TITLE AND INTERAGENCY REPORTS CONTROL NUMBER	FORMAT	FREQUENCY	DUE DATE(S)	PREPARED BY	SUBMITTED TO		COST	AUTHORITY
						(1)	(2)		
FV-X-2	Imported Prunes - Forms 1 and 2	FV-188 FV-189	After import or sale		Importer	FV-188: Customs; Spec. Crops Br. FV Div. FV-189: Spec. Crops Br. FV Div; Importer; Purchaser		N/A - Public Report	7 U.S.C. 601-674; 7 CFR 999.200; 48 Stat. 31, as amended
FV-X-3	Imported Raisins - Forms 1 and 2	FV-197 FV-198	After import or sale		Importer	FV-197: Customs; Spec. Crops Br. FV Div. FV-198: Spec. Crops Br. FV Div.; Importer; Purchaser		N/A - Public Report	7 U.S.C. 601-674; 7 CFR 999.300; 48 Stat. 31, as amended

INFORMATION DIVISION

REPORTS CONTROL NUMBER	TITLE AND INTERAGENCY REPORTS CONTROL NUMBER	FORMAT	FREQUENCY	DUE DATE(S)	PREPARED BY	SUBMITTED TO		COST	AUTHORITY
						(1)	(2)		
INF-A-1	Secretary's Annual Report to the President	Memo	Annual	Variable	Information Specialists	GPA	White House	\$ 300	7 U.S.C. 2201
INF-A-3	Annual Audiovisual Report (0152-GSA-AN)	SF-203	Annual	90 days from end of fiscal year	AMS Div., AO; FGIS; IN Div.	GPA	Nat'l. Audio-visual Center, GSA	1,680	OMB Circular A-114
INF-A-4	USDA Audiovisual Facility Survey, Form No. 1	Un-numbered form	Annual	"	"	"	"	(cost included in IN-A-3)	"
INF-A-5	Audiovisual Personnel Survey, Form No. 2	Un-numbered form	Annual	"	"	"	"	"	"
INF-A-6	Audiovisual Equipment Survey, Form No. 3	Un-numbered form	Annual	"	"	"	"	"	"
INF-D-1	Food Supply Prospects and Promotional Assistance	Memo	Monthly	15th	DA, FV, & LPGS Divs., AMS	D/Adm, Mktg. Program Operations; Staff Economists	IN Div.	6,450	Administrator's Memo to Division Directors 4-4-74

LIVESTOCK, POULTRY, GRAIN AND SEED DIVISION

REPORTS CONTROL NUMBER	TITLE AND INTERAGENCY REPORTS CONTROL NUMBER	FORMAT	FREQUENCY	DUE DATE(S)	PREPARED BY	SUBMITTED TO		COST	AUTHORITY
						(1)	(2)		
LPGS-A-1	Market News Field Office Activities	LPGS-2	Annual	Sept. 1	LS Mkt News Fld Offices	Chief, LS Mkt News Branch		\$ 5,062	LS Instr. 933(MN)-8
LPGS-A-2	Trueness-to-Variety Field Test Results	Narrative & Statistical Data	Annual	February	Seed Reg. Branch	State Seed Labs, State Seed Control Officials, State Dept. of Agr., SRB Field Office		2,000	
LPGS-D-1	Tests Made and Samples Received	GR-358	Monthly	5th	Fld Offices and Hq. Lab	Chief, Seed Reg. Branch		700	Memo from Branch Chief to lab supervisors
LPGS-D-2	Imports of Agricultural and Vegetable Seeds	Memo	Monthly	18th	Seed Reg. Branch	FAS; ESCS; Am. Seed Trade Assoc.		2,491	GR Instr. 961-1
LPGS-X-1	Meat Correlation Grading Report	LPGS-326	3 times per quarter	As Completed	Affected LS Mkt News Fld Offices	Chief, LS Mkt News Branch		2,400	LS Instr. 933(MN)-11
LPGS-X-2	Hog Price Correlation Report	LPGS-327	3 times per quarter	As Completed	Affected LS Mkt News Fld Offices	Chief, LS Mkt News Branch		18,400	LS Instr. 933(MN)-14
LPGS-X-3	Cattle Correlation Grading Report	LPGS-325	8 times per quarter	As Completed	LS Mkt News Fld Offices	Chief, LS Mkt News Branch		25,000	LS Instr. 933(MN)-11

MARKET RESEARCH AND DEVELOPMENT DIVISION

REPORTS CONTROL NUMBER	TITLE AND INTERAGENCY REPORTS CONTROL NUMBER	FORMAT	FREQUENCY	DUE DATE(S)	PREPARED BY	SUBMITTED TO		COST	AUTHORITY
						(1)	(2)		
			(No reporting requirements)						

PACKERS AND STOCKYARDS

REPORTS CONTROL NUMBER	TITLE AND INTERAGENCY REPORTS CONTROL NUMBER	FORMAT	FREQUENCY	DUE DATE(S)	PREPARED BY	SUBMITTED TO		COST	AUTHORITY
						(1)	(2)		
PS-A-1	Annual Productivity Report	Standard- ized Format	Annual	Variable	Admin. Office	FM Div	O&F	\$ 163	OMB Circular A-11
PS-A-2	Custodial Account Annual Report	Standard- ized Format	Annual	Variable	Regional Offices	Mktg Practices Branch, Livestock Mktg Div		250	P&S Manual
PS-A-3	Truth-in-Lending Annual Report	Memo	Annual	Not Specified	Asst. to D/Admin, P&S	OGC	Federal Reserve Board	75	Regulation Z, Federal Reserve System; Memo from Secretary to P&S, 2-24-69
PS-E-1	Work Measurement Report (Feeder reports from all employees)	Printout	Each Pay Period	2nd Friday of Pay Period	Reports Unit, Packer and Poultry Div	D/Admin, P&S		6,100	P&S Manual
PS-X-1	Report on Insolvencies	Standard- ized Format	As Required		Regional Offices	Mktg Practices Branch, Livestock Mktg Div		250	P&S Manual

PERSONNEL DIVISION

REPORTS CONTROL NUMBER	TITLE AND INTERAGENCY REPORTS CONTROL NUMBER	FORMAT	FREQUENCY	DUE DATE(S)	PREPARED BY	SUBMITTED TO		COST	AUTHORITY
						(1)	(2)		
PE-A-1	Annual Report of Training Activities (1056-OPM-AN)	As specified by OPM	Annual	November (Date varies)	Employee Dev. Br.	OP	OPM	\$ 1,600	5 U.S.C. 1308(b); FPM/DPM 410
PE-A-3	Agency Employing Offices	Memo	Annual	February	Employ. & Class. Br.	OP		4	DPM 277-4 and Appendix A
PE-A-4	Employment of Handicapped Individuals (0023-EEO-AN)	Memo	Annual	6/10	"	OP	EEOC	137	Public Law 93-112; FPM 306; DPM 306, Subch. 3
PE-A-5	Employment of Cooperative Education Students During Previous Fiscal Year (1051-OPM-AN)	Memo	Annual	11/19	"	OP	OPM	137	FPM 308, Subch. 2-18, DPM 308, Subch. 2-18, Exec. Order 11813
PE-A-7	Financial Interests and Outside Employment	AD-392	Annual	4/30	Employees GS-13 and above	Employee Rel's & Svc Br.		3,003	7 U.S.C. O. 735-31 AMS Instr. 363-1
PE-A-8	Incentive Awards Program (1059-OPM-AN)	Memo & Form SF-69	Annual	10/5	Employee Rel's & Svc Br.	OP	OPM	675	FPM 451, Subch. 2-4a (5); AMS Instr. 390-1
PE-A-9	Full Field Investigations (1044-OPM-QU)	Memo Telephone	Annual Quarterly	Variable 9/28, 12/28, 3/28, 6/28	" "	OP OP	OPM OPM	13	DPM 732, Subch. 2-3 "
PE-A-10	Annual Report on Occupational Safety and Health Programs (Input from Division Safety Officers)	Memo	Annual	March (Date varies)	Employee Rel's & Svc Br.	Office of Safety & Health Management		626	DPM 791
PE-A-11	Facility Inspection Report	AD-738	Annual	NLT Dec. 31	All Offices	Division Safety Officers	Employee Rel's & Svc Br.	3,600	DPM 791
PE-A-12	Employees to Participate in Health Unit	Chart	Annual	Variable	Offices having contracts for health units	Employee Rel's & Svc Br.	Public Health Service	438	AMS Instruc. 372-1
PE-A-13	Federal Summer Intern Employment Program for Youth (1299-OPM-AN)	Memo	Annual	Variable	Employ. & Class. Br.	OP	OPM	18	FPM 308, Appendix A

PERSONNEL DIVISION

REPORTS CONTROL NUMBER	TITLE AND INTERAGENCY REPORTS CONTROL NUMBER	FORMAT	FREQUENCY	DUE DATE(S)	PREPARED BY	SUBMITTED TO		COST	AUTHORITY
						(1)	(2)		
PE-B-1	Report of Part-Time Employment	Narrative	Semiannual	4/30, 10/31	Employ. & Class. Br.	OP		270	Personnel Bulletin 340-2
PE-C-2	Expert and Consultant Quarterly Review	Memo	Quarterly	1/21, 4/21, 7/21, 10/21	Employ. & Class. Br.	OP		100	FPM 304, Appendix A-5; DPM 304, Appendix A
PE-C-3	Administrative Wage Schedule Adjustment	Memo AD-181	Quarterly	1/12, 4/12, 7/12, 10/12	Employ. & Class. Br.	OP	OPM	400	FPM Supp. 532-1, Subch. 5-7; Pers. Bull. 532-23
PE-C-4	Personnel Management Assistance Review	Booklet	Quarterly	End of Quarter	Labor Rel's Evaluation, & Training Branch	OPM; OP; Administrator; Division Directors		40,000	DPM 250 & 273
PE-C-6	Progress Report on Position Classification Maintenance Review	AD-775	Quarterly	10/1, 1/1, 4/1, 7/1	Employ. & Class. Br.	OP		50	Personnel Bulletin No. 511-13
PE-D-1	Retirements (Milk Markets)	Memo	Monthly	10th	Employee Relations	OP		150	DPM 291, Appendix B-2e
PE-F-1	Status of Vacancies	Memo	Weekly	Monday	Employ. & Class. Br.	Admin, AMS & Admin, FGIS		3,900	Verbal direction of Administrator, AMS
PE-X-1	Direct Hire Authority	EWA-18 WA-8	As Required		Employ. & Class. Br.	OPM		188	WAO Bull. 101
PE-X-2	Priority Needs for New or Revised Classification and Qualification Standards	Memo	At Request	Variable	Employ. & Class. Br.	OP	OPM	500	FPM 271; FPM & DPM Bulls. 271

TECHNICAL SERVICES DIVISION

REPORTS CONTROL NUMBER	TITLE AND INTERAGENCY REPORTS CONTROL NUMBER	FORMAT	FREQUENCY	DUE DATE(S)	PREPARED BY	SUBMITTED TO		COST	AUTHORITY
						(1)	(2)		
TS-A-1	ADP Financial Plan (0029-OMB-SA)	Memo	Annual	September	Systems Mgt Branch	O&F	OMB	\$ 2,250	OMB Circ. A-11
TS-A-2	ADP Management Information System (1108-GSA-AR)	Memo	Annual	December	"	O&F	GSA	250	OMB Circ. A-83
TS-C-1	ADP Service Provided to Another Agency or Obtained Commercially (1106-GSA-QU)	GSA- 2068A	Quarterly	1/15, 4/15, 7/15, 10/15	"	GSA Region 3		150	FPMR 101-32.4701-1
TS-D-1	ADP Timesharing Log	Memo	Monthly	10th	AMS Div's & FGIS	TS Div.		600	FPMR 101-36
TS-X-1	ADP Application Inventory	Memo	As Required		Systems Mgmt Branch	O&F		125	Title II, Dept. Administrative Regulations

TOBACCO DIVISION

REPORTS CONTROL NUMBER	TITLE AND INTERAGENCY REPORTS CONTROL NUMBER	FORMAT	FREQUENCY	DUE DATE(S)	PREPARED BY	SUBMITTED TO		COST	AUTHORITY
						(1)	(2)		
TB-A-1	Annual Report on Tobacco Statistics	Published Statistical Bulletin	Annual	April (no set date)	Mkt News Sec, Mktg Programs Branch	Trade and libraries; to public on request		\$1,300	7 U.S.C. 501
TB-C-1	Quarterly Report on Manufacture and Sales of Snuff, Smoking, and Chewing Tobacco	Published Statistics	Quarterly	1/15, 4/15, 7/15, 10/15	"	Trade; to public on request		400	Request of Industry
TB-C-2	Tobacco Stocks Reports	Published Statistical Bulletin	Quarterly	1/15, 4/15, 7/15, 10/15	"	Trade and libraries; to public on request		3,680	7 U.S.C. 501

WAREHOUSE DIVISION

REPORTS CONTROL NUMBER	TITLE AND INTERAGENCY REPORTS CONTROL NUMBER	FORMAT	FREQUENCY	DUE DATE(S)	PREPARED BY	SUBMITTED TO		COST	AUTHORITY
						(1)	(2)		
WA-A-1	Annual Warehouse Activity Report	TW-131	Annual	End of FY	Area Offices	Chief, Warehouse Service Branch	"	\$ 700	Memo from Branch Chief, 9-28-67
WA-A-2	Number of Warehouses Storing Processed Commodities, by States	Statisti- cal Tabu- lation	Annual	End of FY	"	"	"	22	Request of Branch Chief
WA-C-1	Grain and Cotton Licensing Activity Report, Memorandum of Adjustments, and Record of Exceptions Taken	Statisti- cal Tabu- lation	Quarterly	End of Qtr	"	"	"	403	Request of Branch Chief
WA-D-1	Applications Received and Licenses in Effect Under U.S. Warehouse Act	TW-108	Acctg. Pd.	End of Acctg. Pd.	"	"	"	284	Request of Branch Chief
WA-D-2	Review of Bonding Activities and Financial Statements	Memo	Acctg. Pd.	End of Acctg. Pd.	"	"	"	228	Request of Branch Chief
WA-D-3	Warehouse Examination Work Progress Report	TW-130	Acctg. Pd.	Wed. after end of Acctg. Pd.	"	"	"	6,029	Memo from Branch Chief, 6-5-64

